

Children's Privacy Policy

For Primary School aged children

This notice is about your information, your choices and your rights



What is a privacy notice?



A privacy notice is a friendly explanation of what information GMT keeps about you, why we keep it, how we keep it safe, who we might share it with and the choices you have. Remember YOUR information belongs to YOU. You can always ask questions if you are unsure.

What information do we collect?

We only keep information that helps us support you. We may keep things like your:



Name



Address



People who care for you



Notes we make



Age



School or support setting



Contact details



Things you tell us

Why do we collect and keep it?

We keep information so we can:

- Decide the best way for us to help and support you
- Understand how we are doing and improve our services
- Keep accurate records of the support we provide
- To meet legal responsibilities (such as the Children Act 1989 and Article 6 and 9 of the UK GDPR)

How do we keep your data safe?

Your information is kept in secure places, like protected computer systems.

Only GMT staff who need it to help you can access your information. No one else can see it.

Who might we share it with?

Only the people who need to help you can see your information, unless the law says we need to share it to keep someone safe. This could be:



People working with you at GMT



Your school or college



Health professionals



Your parents or carers

We will only share what is needed and we will not tell everyone everything.

You have choices and rights when it comes to your data

We will explain what these are and what you can do on the next page



How long do we store your information for?



We only keep your information for as long as we need it



After this time, we will destroy your file securely

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What rights do I have?

You have the right to:



Ask to see the information we hold about you



Have any mistakes in your information corrected



Ask for your information to be deleted in some cases



Ask for us to stop or limit using your information in some cases



Object to how we use your information in some cases



Get information that is clear and easy to understand



Get information about how your information is used when we collect it



Ask for your information to be given to you or someone else

Questions or complaints?

If you have any questions or complaints about how we use your information, you can speak to our Data Protection Officer (DPO).

You can say:

"I want to know what information you keep about me."

We are here to help.

Your information matters.

Your voice matters.

Your rights matter.

Young people's privacy notice

For older children and young adults

This notice explains what information we collect about you, why we collect it, how we keep it safe. Remember **your** information belongs to **you**. You can always ask questions if you are unsure.



What information may we collect about you?

We may collect information such as your:

- name
- date of birth
- contact details
- records of contact with you
- safeguarding information
- school or setting
- family or carer details
- health or wellbeing information
- ethnicity
- language
- support notes
- feedback



How we collect it

We may collect information from:

- you
- your parent or carer
- your GMT worker
- professionals involved in your support
- forms
- emails
- phone calls
- meetings
- assessments
- website messages
- consent forms



Why we use it

We may use your information to:

- provide support
- keep you safe
- understand your needs
- communicate with you
- keep accurate records
- manage our services
- improve what we do
- respond to concerns
- meet legal responsibilities (such as the Children Act 1989 and Article 6 and 9 of the UK GDPR)

Our legal reasons

GMT must have a lawful reason to use your information.

Depending on the situation, this may include:

- consent
- legitimate interests
- legal obligation
- vital interests
- public task
- or another legal reason explained in our full Privacy Policy.



Sharing and storage

We only share what is needed with people or organisations who need it for:

- your support
- your safety
- legal requirements
- complaints
- funding
- service quality
- situations where you have agreed

Records are stored securely and kept only for as long as our retention policy says.

How long we keep it

We only keep your information for as long as we need it or as long as the law says we must.

After this time, we make sure that your data is securely destroyed.



If we are worried about your safety or someone else's safety, we may need to share information without consent. We will always let you know if we do this, unless it would put you or someone else at risk

Young people's privacy notice

For older children and young adults

This notice explains what information we collect about you, why we collect it, how we keep it safe. Remember **your** information belongs to **you**. You can always ask questions if you are unsure.



Your rights

You may have the right to:



See the information we hold



Ask us to correct mistakes



Ask us to delete information when the law allows



Ask us to limit or stop some uses



Ask for clear explanations



Ask for your information to be moved



Object to some uses



Make a complaint

Some rights depend on the reason we are using your information. We will explain what can happen when you ask.

Questions or complaints

If you have any questions or complaints about your data or how it is used, you can ask:

- Your GMT worker
- Your parent or carer
- An adult who you trust
- GMT's Data Protection Officer (DPO)

You do not need to use big words. We are here to help you understand.

Contact us

If you would like to speak to our Data Protection Officer (DPO), they can be contacted at:

0161 510 5110

or

dataprotectionofficer@gmt.team



Your information matters. Your rights matter. We respect both.

My information at GMT

Social Story

This story explains what happens to my information.

When I come to GMT, people might ask me some questions.



When I come to GMT, people might ask me some questions.

The answers help people understand me



The answers help people understand me.

Everyone is different. There is no right or wrong answer.

Sometimes GMT writes things down



Sometimes GMT writes things down. Writing things down helps people remember important information.

My information is kept safely



My information is kept safely.

Only the people who need it to help me can see it.

Sometimes GMT needs to share some information



Sometimes GMT needs to share some information.

This is usually to help me or keep me safe. They will only share what is needed.

I can ask questions



If I do not understand, I can ask.

If I am worried, I can ask.

If I think something is wrong, I can ask.

My information matters



My information matters.

My voice matters.

My rights matter.

Where can I get help or ask questions?



I can ask:

- my GMT worker
- my parent or carer
- a trusted adult
- GMT's Data Protection Officer

You can ask questions at any time. We are always here to help.